

Texas Pregnancy Care Network
12885 Research Boulevard
Suite 207
Austin, TX 78750

Deliverable TPCN2-30
Project Work Plan & Annual Budget

| <u>ACTIVITY</u> | <u>START</u> | <u>COMPLETE</u> |
|--|---------------------|------------------------|
| FY 2009-10 Activities | | |
| SP Services to Clients | September 1, 2009 | August 31, 2010 |
| New SP Approval and Training | September 30, 2009 | August 31, 2010 |
| Community Awareness Conference Attendance | October 1, 2009 | May 31, 2010 |
| TPCN will staff a Community Awareness Booth at human services professional conferences. This will increase awareness of the Texas Alternatives to Abortion Services Program and assist in recruiting other agencies to make client referrals to the Program. | | |
| Statewide Outreach | October 15, 2009 | August 31, 2010 |
| TPCN will advertise the texaspregnancy.org outreach website and the 1-888-LIFE-AID toll-free patch system. Depending on the market, advertising may include online advertisements, television, radio, and print. | | |
| Outcome Measures Development | October 1, 2009 | August 31, 2010 |
| TPCN will plan and prepare to implement a system to enhance measurement of Program outcomes. | | |
| Educational Material Buy | November 1, 2009 | March 31, 2010 |
| Written materials provided to Service Providers for use in their client service activities will have been pre-screened by TPCN and approved by the Texas Health and Human Services Commission per Section 2.13 of the contract. | | |
| Website Improvements | December 1, 2009 | February 28, 2010 |
| TPCN will enhance content and capabilities of texaspregnancy.org outreach website, including integration into content management system. | | |
| SP Monitoring by TPCN | January 15, 2010 | August 31, 2010 |
| Service Provider Annual Program Re-Training | August 1, 2010 | August 31, 2010 |
| CPA Audit of TPCN FY 2009-10 Activities | November 1, 2010 | November 30, 2010 |

| September 2009 - August 2010 ESTIMATED COST OF OPERATIONS | | |
|--|---|-------------------------------|
| 1 | <i>COST CATEGORY: PROJECT ADMINISTRATION</i> | Total TANF Dollars |
| 1a | <i>Salaries</i> | |
| | Executive Director | \$ 104,100 |
| | Accountant | \$ 65,000 |
| | Administrative Secretary | \$ 35,000 |
| | Overtime | \$ 600 |
| | Unused Vacation & Personal/Sick | \$ 1,100 |
| | Payroll Taxes | \$ 17,500 |
| | Workers Compensation Insurance | \$ 1,400 |
| | Employee Group Insurance | \$ 46,900 |
| | Subtotal | \$ 271,600 |
| 1b | <i>Rent</i> | |
| | Rent | \$ 54,100 |
| | Subtotal | \$ 54,100 |
| 1c | <i>Equipment</i> | |
| | Equipment Service Contracts | \$ 2,300 |
| | Subtotal | \$ 2,300 |
| 1d | <i>Travel</i> | |
| | Travel/Lodging | \$ 1,200 |
| | Subtotal | \$ 1,200 |
| 1e | <i>Other</i> | |
| | Job Advertising | \$ 500 |
| | Employee Screening | \$ 900 |
| | Professional Development | \$ 1,000 |
| | Consulting: IT, Accounting, Legal | \$ 10,000 |
| | Consulting: Ongoing Support by Real Alternatives | \$ 14,000 |
| | Auditing | \$ 13,750 |
| | Postage/Shipping | \$ 6,700 |
| | General Liability Insurance | \$ 2,300 |
| | Directors and Owners Liability Insurance | \$ 2,900 |
| | Office Expense | \$ 15,000 |
| | Subtotal | \$ 67,050 |
| | <i>TOTAL PROJECT ADMINISTRATION COSTS</i> | \$ 396,250 |

| September 2009 - August 2010 | | |
|------------------------------------|---|-------------------------------|
| ESTIMATED TEXAS COST OF OPERATIONS | | |
| 2 | <i>COST CATEGORY: CENTRALIZED STATEWIDE INFORMATION, OUTREACH, EDUCATION, AND REFERRAL</i> | Total TANF Dollars |
| 2a | <i>Salaries</i> | |
| | Evaluation Coordinator 1 | \$ 18,250 |
| | Evaluation Coordinator 2 | \$ 36,500 |
| | Statewide Quality Control Manager | \$ 44,700 |
| | Statewide Education Manager | \$ 54,100 |
| | Overtime | \$ 6,400 |
| | Unused Vacation & Personal/Sick | \$ 1,000 |
| | Payroll Taxes | \$ 14,500 |
| | Workers Compensation Insurance | \$ 1,000 |
| | Employee Group Insurance | \$ 52,600 |
| | Subtotal | \$ 229,050 |
| 2b | <i>Purchase/Development/Distribution of Written Material</i> | |
| | Purchase/Development/Distribution of Written Material | \$ 75,000 |
| | Subtotal | \$ 75,000 |
| 2c | <i>Outreach Media</i> | |
| | Services Outreach Advertising | \$ 98,000 |
| | Website Hosting & Improvements | \$ 5,500 |
| | Subtotal | \$ 103,500 |
| 2d | <i>Travel</i> | |
| | Travel/Lodging | \$ 24,000 |
| | Subtotal | \$ 24,000 |
| 2e | <i>Telecommunications & Internet Expenses</i> | |
| | Telecommunications & Internet Expenses | \$ 8,500 |
| | Subtotal | \$ 8,500 |
| 2f | <i>Community Awareness Costs</i> | |
| | Community Awareness Costs | \$ 2,500 |
| | Subtotal | \$ 2,500 |
| 2g | <i>Other</i> | |
| | Billing System Consulting | \$ 5,000 |
| | Toll-Free Referral System | \$ 4,000 |
| | Outcome Measurement Development | \$ 13,000 |
| | New Site Development | \$ 84,000 |
| | Subtotal | \$ 106,000 |
| | <i>TOTAL INFO, OUTREACH, EDUCATION, AND REFERRAL</i> | \$ 548,550 |

September 2009 - August 2010
ESTIMATED TEXAS COST OF OPERATIONS

| | | |
|----|---|-------------------------------|
| 3 | <i>COST CATEGORY: CLIENT SERVICES IN COMMUNITIES</i> | Total TANF Dollars |
| 3a | <i>Contracted Services</i> | |
| | Counseling Reimbursement to Service Providers | \$ 3,035,200 |
| | Subtotal | \$ 3,035,200 |
| 3b | <i>Services Provided by Vendor</i> | |
| | Training | \$ 10,000 |
| | Meetings and Seminars | \$ 10,000 |
| | Subtotal | \$ 20,000 |
| | <i>TOTAL CLIENT SERVICES IN COMMUNITIES COSTS</i> | \$ 3,055,200 |

2009-10 Estimated Cost of Operations: Project Administration Costs - \$396,250

| Budget Line | Amount | Description |
|--------------------------------------|---------------|--|
| 1 Executive Director | \$ 104,100 | 2009-10 full time salary |
| 2 Accountant | \$ 65,000 | 2009-10 full time salary |
| 3 Administrative Secretary | \$ 35,000 | 2009-10 full time salary |
| 4 Overtime | \$ 600 | Administrative Secretary. Average - 1/2 hr/week. |
| 5 Unused Vacation and Personal/Sick | \$ 1,100 | Value of unused vacation and personal/sick hours. Vacation hours earned at rate of 3.69 hrs per bi-weekly pay pay at 96 hrs/yr. Personal/Sick hours earned at rate of 1.85 hrs/pay, 48 hrs/year. |
| 6 Payroll Taxes | \$ 17,500 | Employer share of social security, Medicare, and unemployment for administrative staff needed to conduct statewide Program |
| 7 Workers Compensation Insurance | \$ 1,400 | Workers comp insurance for admin staff |
| 8 Employee Group Insurance | \$ 46,900 | Employee/family health, employee life/disability insurance for administrative staff |
| 9 Rent | \$ 54,100 | Expense of office needed to administer statewide contract at \$18.5/sq.ft. for 2,700 sq. ft. plus security, janitorial, utility costs in Travis County, Texas; additional rent |
| 10 Equipment Services Contracts | \$ 2,300 | Copier service contract at \$120/month plus excess copy charges |
| 11 Travel/Lodging | \$ 1,200 | Travel costs for administrative staff carrying out administrative tasks |
| 12 Job Advertising | \$ 500 | Print and online job postings to recruit new staff as needed for turnover |
| 13 Employee Screening | \$ 900 | Costs of interviewing, screening, testing, and verifying education of new staff |
| 14 Professional Development | \$ 1,000 | Expenses of classes/seminars/materials to ensure skill quality |
| 15 Consulting: IT, Accounting, Legal | \$ 10,000 | Fees for IT, accounting, legal services |
| 16 Consulting: Real Alternatives | \$ 14,000 | Fees for ongoing support provided by Real Alternatives for RAPID system pursuant to agreements between TPCN and RA |
| 17 Auditing | \$ 13,750 | Fees for independent audit of accounting records, procedures, and internal controls by CPA firm; |

| | | preparation of tax return |
|---|---------------|--|
| Budget Line | Amount | Description |
| 18 Postage/Shipping | \$ 6,700 | Postage & expenses required for shipping payments, supplies, education materials, reports, and documents to contractors, subcontractors, potential subcontractors |
| 19 General Business Liability Insurance | \$ 2,300 | Business liability insurance |
| 20 Directors & Owners Liability Insurance | \$ 2,900 | Liability insurance to cover actions of the Board of Directors and executive staff |
| 21 Office Expense | \$ 15,000 | Office expense & supplies for required for Program operation |
| 2009-10 Estimated Cost of Operations: Statewide Outreach - \$548,550 | | |
| 1 Evaluation Coordinator 1 | \$ 18,250 | 2009-10 partial full time salary |
| 2 Evaluation Coordinator 2 | \$ 36,500 | 2009-10 full time salary |
| 3 Statewide Quality Control Manager | \$ 44,700 | 2009-10 full time salary |
| 4 Statewide Education Manager | \$ 54,100 | 2009-10 full time salary |
| 5 Overtime | \$ 6,400 | Overtime for statewide outreach support staff, average 3 hrs/wk. |
| 6 Unused Vacation and Personal/Sick | \$ 1,000 | Value of unused vacation and personal/sick hours. Vacation hours earned at rate of 3.69 hrs per bi-weekly pay pay at 96 hrs/yr. Personal/Sick hours earned at rate of 1.85 hrs/pay, 48 hrs/year. |
| 7 Payroll Taxes | \$ 14,500 | Employer share of social security, Medicare, and unemployment for outreach staff needed to conduct statewide Program |
| 8 Workers Compensation Insurance | \$ 1,000 | Workers comp insurance for outreach staff |
| 9 Employee Group Insurance | \$ 52,600 | Employee/family health, employee life/disability insurance for outreach staff |
| 10 Purchase/Development/Distribution of Written Material | \$ 75,000 | Costs to purchase and/or develop educational materials for use by Service Providers to educate clients about pregnancy, childbirth and parenting. Materials include books, curricula, brochures, videos, posters |
| 11 Services Outreach Advertising | \$ 98,000 | Advertise program services to Texas residents using online, television, radio, print, etc. |
| 12 Outreach Website Hosting & Improvements | \$ 5,500 | Annual fees for hosting texaspregnancy.org outreach website; costs to integrate existing site into Content |

| | | |
|--|--|---------------------------------------|
| | | Management System, other improvements |
|--|--|---------------------------------------|

| Budget Line | Amount | Description |
|--|--------------|--|
| 13 Travel | \$ 24,000 | Mileage, lodging, meals, parking, other travel expenses for staff. Travel to provide: information meetings to potential Service Providers; site visits during approval process; re-training; site monitoring activity. |
| 14 Telecommunications & Internet Exp. | \$ 8,500 | Local, long distance, internet and cellular service |
| 15 Community Awareness Costs | \$ 2,500 | Attending conferences, seminars and presentations to inform public about the Program; supporting promotional materials |
| 16 Billing System Consulting | \$ 5,000 | Maintenance and improvement of RAPID billing system to ensure accurate processing of client services invoices |
| 17 Toll Free Referral System | \$ 4,000 | Fees for providing toll-free referral services to respond to client calls |
| 18 Outcome Measurement Development | \$ 13,000 | Costs for implementing new outcome measurements for client services delivery, including testing and training |
| 19 New Site Development | \$ 84,000 | Costs incurred for expanding 2 satellite sites to underserved areas by existing Service Providers in good standing; if not used, to Client services |
| 2009-10 Estimated Cost of Operations: Clients Services in Communities - \$3,055,200 | | |
| 1 Counseling Reimbursement to Service Providers | \$ 3,035,200 | Counseling reimbursement for client services |
| 2 Training | \$ 10,000 | Introduce Program to potential Service Providers; train counselors from approved Service Providers in Program rules/procedures |
| 3 Meetings & Seminars | \$ 10,000 | Annual service provider regional meetings/conference for statewide Program |